



**Financial Aid Office**

215 Graff Main Hall  
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[finaid@uwlax.edu](mailto:finaid@uwlax.edu)

FA157 24/25 (3/24)

# HIRE EDUCATION

**TO:** Supervisors of Federal Work-Study Employees  
**FROM:** Vernell Glenn, Student Employment Coordinator, UWL Financial Aid Office  
**RE:** Requests for Student Employees – Academic Year 2024-2025

Enclosed is the request form for student employee(s) for Academic Year 2024-2025. You have been designated as the student employment supervisor for students employed under the Federal Work-Study/Community Service Program in your department. Please contact all staff members in your unit to determine the number of students required for your department. It is important to the success of the program and the experience of the student to have one contact person who is responsible for payroll setup, orientation and supervision. Your cooperation is appreciated.

Some employers are classified as “Community Service”, employers that supply services which are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These activities include, but are not limited to, such fields as: Childcare, Community Improvement, Crime Prevention and Control, Disability Services, Health Care, Housing and Neighborhood Development, Literacy Training, Public Safety, Recreation, Rural Development, Social Services, Transportation, Tutoring and Welfare.

Please be specific when listing any preferences or requirements, e.g. must have office experience, etc. Please keep in mind when creating the job description that students are not interviewed individually (although you can interview after they’re assigned to make sure they’d be a good fit). Eligible students are asked to fill out a questionnaire to determine experiences, interests, abilities, etc. If you wish to request specific students to be assigned to your area, please list them on the reverse side of the request form. However, there are **no assurances** that requested students will be offered work-study funding. Students must be offered and have accepted Federal Work-Study as part of their financial aid package and request to be assigned to your department on their Federal Work-Study Questionnaire. This questionnaire is required to be done each year, even if a student is returning to your department.

Remember, students are considered part-time employees and are not to be used to replace or displace a university worker. The **maximum** number of hours students can be assigned to work is **25 hours** per week when classes are in session. The work-study allocation generally allows a student to work 6-8 per week throughout the academic year.

Assignment notifications for the 2024-2025 Academic Year will begin in mid-August. All work-study students may begin working under the FWS program on August 25, 2024, and end employment on May 17, 2025.

Please call the Financial Aid Office at 785-8604 if you have any questions. If you have any questions concerning student payroll information, please contact the Human Resources Office, 144 Graff Main Hall, 785-8613.

**FEDERAL WORK-STUDY PROGRAM  
REQUEST FOR STUDENT EMPLOYEE(S)  
ACADEMIC YEAR 2024-2025**

PLEASE NOTE: All students assigned under this program **must have** applied for and been offered Federal Work-Study as part of their financial aid package, accepted the offer and completed the work-study questionnaire in order to be assigned.

**Students without a 'Federal Work-Study/Community Service Assignment' issued by the Financial Aid Office are not eligible to work under Federal Work-Study Program, even if a returning student.**

DEPARTMENT: \_\_\_\_\_ Community Service Yes \_\_\_\_\_ No

SUPERVISOR: \_\_\_\_\_ UWL ACCOUNT (if appl.): \_\_\_\_\_

PAYROLL SUPERVISOR(S): \_\_\_\_\_ TELEPHONE NUMBER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FWS positions	Number of Students Requested	Preferences or requirements
Athletic Assistant		
Computer Support/Lab		
Custodial Assistant		
Customer Service Attendant		
Laboratory Assistant		
Landscape Maintenance Assistant		
Library Assistant		
Office Assistant		
Recreation Assistant		
Teacher's Aid		
Tutor		
Other (i.e. peer mentor)		

Total number of students requested		
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**REQUEST FOR RETURNING STUDENTS SECTION**

Please list the student(s) that you would like reassigned to your department (use separate page if needed)

Student name	EMPL/Campus ID	Position

Please list the **name & student ID numbers** of those students that you do **NOT** want assigned.

Student name	Campus ID